

ALWAYS BRING A FLASH DRIVE TO CLASS - or you can buy one there

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<u>TUESDAY</u>	COURSE DETAILS	COST
<p><b>3<sup>rd</sup> March</b> <b>10<sup>th</sup> March</b> 8.45 am – 10.15am</p> <p>Session 2</p>	<p><b>YouTube 2 x 1 ½ hours</b> How to find and share videos online; everything you need to get started with this popular video-sharing website. <i>Prerequisites:</i> Familiarity with the internet <i>Course content:</i> Watching YouTube videos; Finding videos; Opening an account; Signing in and navigating; Settings and privacy. <i>Note:</i> YouTube is owned by Google so if you have a Gmail account bring username and password.</p>	\$12
<p><b>3<sup>rd</sup> March</b> <b>10<sup>th</sup> March</b> <b>17<sup>th</sup> March</b> <b>24<sup>th</sup> March</b> <b>31<sup>st</sup> March</b> 10.30 am – noon</p> <p>Session 2</p>	<p><b>Files &amp; Folders 5 x 1 ½ hours</b> <b>Bring along a flash drive, it is essential that you have one.</b> This is an essential course as it will teach you how to take control of your computer filing system. The rules of saving files, how to organise your filing and yes, reorganise it. You will learn how to use the features of the Explorer to review, rate and index files and to use the tools available. <i>Prerequisites:</i> Basic computer skills, using the keyboard and mouse <i>Course Content:</i> Saving files, where, naming and file types – Create new folders and sub-folders. Organise by renaming files and folders – Sorting files, selection techniques – Features of the Explorer and the tools available – Select single and multiple files – Use the right click, Send to options and Shortcuts- Finding files, the search options.</p>	\$30
<p><b>3<sup>rd</sup> March</b> <b>10<sup>th</sup> March</b> 12.15 pm – 3.30 pm</p> <p>Session 2</p>	<p><b>Create Your Own Photo Book 2 x 3 hours</b> Are your digital photos rarely printed? Would you like to produce a properly bound book of your photos? From family, travel, wedding, baby to even recipe books, the variety of themes is huge. <i>Prerequisites:</i> Basic computing and familiarity with internet. <i>Course Content:</i> Download the free software (or use it online); organise your photos; use preset themes, borders, frames and easy drop and drag templates. Add titles, captions and text to 'tell your story'. Find out how to complete your book and place your order.</p>	\$24
<p><b>17<sup>th</sup> March</b> <b>24<sup>th</sup> March</b> 8.45am – 10.15 am</p> <p>Session 2</p>	<p><b>Twitter 2 x 1 ½ hours</b> Twitter is an online social networking service that enables users to send and read short 140-character messages called "tweets". <i>Prerequisites:</i> Familiarity with the internet. <i>Course content:</i> Twitter Home Page/Dashboard; How to create an account; Creating and editing your Profile; How to Tweet; How to Find and Follow people on Twitter; Protecting your Tweets.</p>	\$12
<p><b>17<sup>th</sup> March</b> 12.15 pm – 3.30 pm</p> <p>Session 2</p>	<p><b>Introduction to Spread Sheets 1 x 3 hours</b> Learn how to use Excel for home accounts and budgeting. <i>Prerequisites:</i> Windows 7 Basics or 8.1 Essentials. <i>Course Content:</i> This course will cover the basic features of preparing a spreadsheet, data entry into cells, using templates, simple formulas and quick methods of formatting.</p>	\$12
<p><b>24<sup>th</sup> March</b> 12.15 pm – 3.30 pm</p> <p>Session 2</p>	<p><b>E Book 1 x 3 hours</b> <b>Note: You must bring a USB drive with a good amount of available space.</b> Do you want to learn how to put eBooks on your computer AND/OR your tablet (which includes iPads and Androids)? If your answer is a resounding "YES" - come to this class and learn how. You will be amazed at the depth of knowledge to be gained as you learn how to find, download, calibrate, organise and enjoy your books. The majority of the information imparted will deal with the getting of eBooks (free and otherwise), the storage and collation of same and the transfer to readers. We will delve more deeply into free eBooks and the management of them via Calibre, a superb free management tool.</p>	\$ 12
<p><b>31<sup>st</sup> March</b> 8.45 am – 10.15 am</p> <p>Session 2</p>	<p><b>YouTube Follow-Up 1 x 1 ½ hours</b> More about your YouTube account. <i>Prerequisites:</i> YouTube Course <i>Course Content:</i> Adding videos to a favourites list/playlist; Subscribing to channels; Safety mode; Downloading video from YouTube to your computer.</p>	\$6
<p><b>31<sup>st</sup> March</b> 12.15 pm – 3.30 pm</p> <p>Session 2</p>	<p><b>Email - Scams &amp; Hoaxes 1 x 3 hours</b> Introduction to a few of the many thousands of online threats that will lie to you, try to steal your money and your identity, and infect your computer with malware. Previewing emails before opening; Stay Smart Online Newsletter; Some hints to protect yourself.</p>	\$12



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THURSDAY	Course Details	Cost
<p>5<sup>th</sup> March 12<sup>th</sup> March 19<sup>th</sup> March 8.45 – 10.15 am  Session 2</p>	<p><b>Password Management 3 x 1 ½ hours</b> Having difficulty remembering all those passwords? Using the one password for many accounts? Take the time to ensure security of your online world. <i>Course Content:</i> Using strong passwords, Keeping passwords in a locked file and shortcomings of this method; Password Managers and how they work; two very popular password managers - LastPass; Roboform <i>Prerequisite:</i> Familiarity with the internet.</p>	\$18
<p>5<sup>th</sup> March 12<sup>th</sup> March 19<sup>th</sup> March 26<sup>th</sup> March 2<sup>nd</sup> April 10:30 – Noon  Session 2</p>	<p><b>Windows 8.1 Essentials 5 x 1 ½ hours</b> <i>Bring along a Flash Drive if you have one.</i> This course is suitable for first time users of Windows 8.1 and those with little or no previous knowledge of using a computer. <i>Course Content:</i> The Start Screen environment, open and closing Apps, switching between the Desktop and Start Screen, the Charms Bar – examine and use all the charms, working with Start Screen Apps, the Desktop environment and includes an introduction to basic word processing using WordPad. <i>Prerequisite:</i> Confidence in using the mouse and keyboard is essential. Learners should take the short course on Mouse and Keyboard Skills before commencing this course.</p>	\$30
<p>5<sup>th</sup> March 12<sup>th</sup> March 19<sup>th</sup> March 26<sup>th</sup> March 2<sup>nd</sup> April 12.15 – 1.45 pm  Session 2</p>	<p><b>Windows 7 5 x 1 ½ hours</b> <i>Bring along a flash drive if you have one.</i> <i>Prerequisite:</i> Use of the mouse and keyboard are ESSENTIAL. Learners should take the short course on mouse and keyboard skills before attempting this course. <i>Course Content:</i> Identify computer components - Understand and use the Start Menu - Control the mouse - Understand and identify desktop items - Manipulate and rename desktop icons - Use the Recycle Bin - Understand and use Taskbar components - Use the Right Click - Identify common window components - Move and resize windows - Enter and manipulate text in WordPad - Open, close and relocate multiple windows - Use Help and Support</p>	\$30
<p>5<sup>th</sup> March 12<sup>th</sup> March 2 – 3.30 pm  Session 2</p>	<p><b>From Camera to Computer 2 x 1 ½ hours</b> Are your photos stored on the camera's memory cards? We will show you how to transfer them to your computer and back them up onto a flash drive or external hard drive. <i>Prerequisites:</i> Windows 7 Basics or 8.1 Essentials <i>Course Content:</i> Connecting camera to computer; Importing photos to computer in Windows 7 or 8.1; Adding Tags or Names to photos; Organising imported photos; Browsing photos; Copying photos from computer to flash drive and from flash drive to computer. <i>Note:</i> You need to bring your camera with its battery fully charged and the USB lead that connects camera to the computer.</p>	\$12
<p>19<sup>th</sup> March 26<sup>th</sup> March 2<sup>nd</sup> April 2 – 3.30 pm  Session 2</p>	<p><b>General Email 3 x 1 ½ hours</b> This class will cover using various types of email accounts and the pitfalls that can happen to the uninformed or careless email user. <i>Prerequisites:</i> <i>Course Content:</i> Learn how to Read, Send, Reply, Forward; Add new Contacts ; Move messages to a Folder; Use BCC; Clean up your emails, email courtesy.</p>	\$18

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## SESSION 2

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<u>FRIDAY</u>	Course Details	Cost
<b>27<sup>th</sup> March</b> 8.45 – noon  Session 2	Keyboard & Mouse 1 x 3 hours <i>Bring along a flash drive if you have one.</i> AN IMPORTANT COURSE FOR BEGINNERS & PEOPLE NOT FAMILIAR WITH THE KEYBOARD & MOUSE Shows correct handling and use of the mouse. The left and right button and scroll wheel. How to use the “curser” and the “insertion point”. use of the various keys and some of the dual function keys on the keyboard.	\$6

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SESSION 2



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